



## City of Biggs

### Agenda Item Staff Report for the Regular City Council Meeting: April 16, 2012 6:00PM

DATE: March 26, 2012  
TO: Honorable Mayor and Members of the City Council  
FROM: Pete Carr, City Administrator  
SUBJECT: City Welcome Sign (Discussion/Action)

Council is asked to consider waiving the fee for installation of a community sign, and to provide clarification as to types of organizations to be advertised.

#### **Background:**

In 2003 the City Council established a policy for placement of "community organization" signs adjacent to the Welcome to Biggs sign at the west entrance to the city. Apparently the City anticipated a large number of non-profit organizations wanting to advertise at this location, which of course has not yet been the case.

Biggs Community Action Volunteers (BCAV) is considering purchase of a custom-made sign for placement at this location, consistent with City policy. Council may wish to waive the \$60 fee for the City to install the sign, perhaps in exchange for BCAV doing the labor of installing the sign. (City administrator is authorized to adjust the fee but not to waive it.)

A local private business has also indicated interest in placing a sign at this location, which would likely be followed by requests for other commercial signs. Staff needs direction as to whether "community organizations" does or should, in this case, include commercial for-profit businesses.

Attachments: City Policy – Community organization Signs

#### **Recommendation:**

Direct staff.

#### **Fiscal Impact of Recommendation:**

None or negligible.

COMMUNITY ORGANIZATION SIGNS – BIGGS WELCOME SIGN

**I. Purpose:**

To establish policies and procedures regarding the placement of community organization signs on the City of Biggs Welcome Sign located on the northwest corner of B Street and SHR 99.

**II. Policies/Procedures:**

- A. A community organization desiring to display its sign on the Welcome Sign shall submit a request for review/approval to the City Administrator/Finance Director (CA/FD). The request shall include a description or rendering of the sign and its dimensions.
- B. The sign shall be twelve inches (12") in diameter (if circular) or twelve inches (12") wide and not to exceed twelve inches (12") high (if square or rectangular). The CA/FD may waive minor variations from the foregoing dimensions if in his/her judgment the overall appearance and aesthetic appeal of the Welcome Sign will not be adversely affected.
- C. If the CA/FD approves the placement of the sign, the organization shall provide it to the city at no cost for installation. The determination of the CA/FD to approve or reject a sign request shall be final.
- D. The CA/FD shall arrange for installation of the sign. Sign placement shall begin at the lower left corner of the Welcome Sign. Additional signs shall be placed above the initial sign until all available space on the left side of the Welcome Sign has been utilized. If additional signs are requested and approved thereafter, placement shall begin at the lower right corner of the Welcome Sign and proceed vertically until all available space has been utilized.
- E. When all space for sign installation has been utilized, no further requests for sign installations shall be accepted. However, the CA/FD may maintain a "waiting list" so that if space becomes available in the future an additional request or requests can be processed.
- F. If a community organization sign is damaged in some manner, the organization shall promptly provide a replacement to the CA/FD for installation. If the organization fails to provide a replacement in a timely manner, the CA/FD shall remove the damaged sign.
- G. The community organization shall indemnify and hold harmless the City of Biggs with respect to its installed sign.
- H. An authorized officer of the community organization shall sign the "ACKNOWLEDGEMENT AND ACCEPTANCE" set forth below upon approval of a sign installation request. A copy of this Policy, acknowledged and accepted, shall be provided to the community organization.

**III. Policy – Sign Installation Fee:**

- A. The community organization shall pay a Sign Installation Fee of \$60 to the city to cover the costs of the labor and materials required for the installation.
- B. The CA/FD is authorized to adjust the Sign Installation Fee in the future in the event labor and materials costs for sign installation change.

CITY OF BIGGS – POLICIES AND PROCEDURES MANUAL

APPROVED BY CITY COUNCIL (DATE): 9-22-03

ATTEST: Deanna Carbajal  
Deanna Carbajal, Deputy City Clerk

ACKNOWLEDGEMENT/ACCEPTANCE – COMMUNITY ORGANIZATION

On behalf of my community organization, I hereby accept the terms and conditions of this Policy with respect to the installation of our sign on the City of Biggs Welcome Sign.

\_\_\_\_\_  
Community Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date